




**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

MEMORANDUM

To: All ISC Providers

From: Stephen H. Norris
Deputy Commissioner 

Date: March 7, 2005

Subject: ISC training schedule and materials

The following is a schedule of training sessions for new Independent Support Coordinators (ISC). We understand, at this time, some trainees will be participating with more experience than typical new ISCs. As with any training, we value the contributions the more experienced ISCs will bring to these sessions. The schedule for ISC training by region is as follows:

East Region	Middle Region	West Region
MAR 29-30, 2005 – Session 1	MAR 17-18, 2005 - Session 3	MAR 15-16, 2005 -Session 2
APR 27-28, 2005- Session 2	APR 6-7, 2005 - Session 1	APR 13-14 2005 - Session 3
MAY 24-25, 2005- Session 3	MAY 25-26, 2005 - Session 2	MAY 11-12, 2005 - Session 1
JUN 14-15, 2005- Session 1	JUN 21-22, 2005 - Session 3	JUN 28-29, 2005 - Session 2
JUL 13-14, 2005- Session 2	JUL 27-28, 2005 - Session 1	JUL 20-21, 2005 - Session 3
AUG 15-16, 2005- Session 3	AUG 23-24, 2005 - Session 2	AUG 17-18, 2005 - Session 1
SEP 14-15, 2005- Session 1	SEP 20-21, 2005 - Session 3	SEP 26-27, 2005 - Session 2
OCT 17-18, 2005 - Session 2	OCT 12-13, 2005 - Session 1	OCT 26-27, 2005 - Session 3
NOV 15-16, 2005- Session 3	NOV 17-18, 2005 - Session 2	NOV 21-22, 2005 - Session 1
DEC 7-8, 2005 - Session 1	DEC 14-15, 2005 - Session 3	DEC 19-20, 2005 - Session 2
JAN 9-10, 2006- Session 2		JAN 25-26, 2006 - Session 3
FEB 8-9, 2006- Session 3		

We encourage you to make note of the training schedule as you hire new Independent Support Coordinators so the training can correlate as closely as possible with their hire date. Please note, there is a Session 1 beginning each month. If you choose to send a new hire to another region for training, they must complete the training in that region. The following is the registration contact information for each region:

- **West TN** Loretta Coleman, Regional Training Coordinator, at (901) 213-1813
- **East TN** Alice Taylor, Regional Training Coordinator, at (423) 787-6757 ext. 112
- **Middle TN** Tina Mount, Regional Training Coordinator, at (615) 884-1938

Training materials, entitled ***TEAMWORK, A Team Member Handbook***, will be distributed to your agency to keep as resources for your staff. If lost or stolen, they will not be replaced. These are available to be picked up in the Regional Office Training Unit. This handbook is used during the second session of training. Please ensure that your ISCs have access to this handbook and bring it with them to Session 2 as we will not be distributing them during training.

If you have any questions regarding this schedule or the materials, please contact Kimberly Dean at (615) 741-7275.

SHN:kd

cc: CO Directors
Regional QE Directors
Regional Training Coordinators
Regional Operations Directors
Regional Directors